

**CASTLE PINES NORTH METROPOLITAN DISTRICT
REGULAR MEETING MINUTES
October 23rd, 2023 – 6 p.m.**

HELD: Monday, October 23rd, 2023 at 6 p.m at the Castle Pines North Community Center, 7404 Yorkshire Drive, Castle Pines, Colorado

ATTENDEES: Directors Tera Radloff, Jason Blanckaert, Leah Enquist, Jana Krell and James Mulvey were present. Nathan Travis, District Manager was present as well as Kim Seter, Legal Counsel and; Phyllis Brown and Sadie Whitworth of CRS.

CONFLICTS: None.

QUORUM: Present.

CALL MEETING TO ORDER: The Meeting was called to order at approximately 6 p.m.

CONSIDERATION OF AGENDA OF THE MEETING OF THE BOARD OF

DIRECTORS: Upon motion by Director Radloff, the agenda was approved unanimously as presented.

CONSIDERATION OF PAST MEETING MINUTES: Director Krell requested that the August 28th minutes, be modified to reflect that it was her, Director Krell, and not Director Enquist, who spoke about the conservation program.

Following discussion, Board meeting minutes from the August 28th, September 25th, and October 11th and study session meeting minutes from August 23rd and September 20th, 2023, were unanimously approved as amended.

PUBLIC COMMENT: None.

FINANCE DIRECTOR'S REPORT: No one from CRS was present at this time. Dir. Blanckaert moved to amend agenda to move this item after the Legal Counsel Report. Director Radloff seconded the motion and the agenda was modified by unanimous vote.

LEGAL COUNSEL'S REPORT: Mr. Seter presented his report.

Update Rules and Regulations: Mr. Seter is working with Mr. Travis to add the spill notification plan to the Rules and Regulations.

Director Radloff requested an overview of the changes to the Rules and Regulations from 2020 to 2021 for the new Board to review.

Correct District Designations of Parcels – CPMD Reimbursement: Mr. Seter provided an update from his conversations with Castle Pines Metro District. It is willing to exclude

three properties from its District, but would like to be reimbursed for the costs associated with doing so, which Mr. Seter estimated to be around \$1,000. Director Radloff expressed disagreement with this course of action, given that the District benefits from property taxes from these properties, and does not pay to service them, either. Director Blanckaert agreed. Mr. Seter agreed to pass this on to Castle Pines Metro District.

Sale of Farm Properties & Consider Hiring Consultants: Mr. Seter requested authorization to employ either a realtor or a water/mineral broker to figure out what these properties are worth and get them on the market. The Board expressed support for this plan of action.

Director Enquist asked a question about the litigation associated with the original bid process for these properties. Mr. Seter explained that this stemmed from a dispute over the bids between Brighton and Aurora Water. The District eventually contributed about \$500 to a settlement that resolved the matter and the District received approximately \$18 million.

Director Radloff pointed out that the legal status agenda item relating to the Item B under the City Stormwater Services is complete. Mr. Seter will update his report to reflect its completion.

FINANCE DIRECTOR'S REPORT: Sadie Whitworth & Phyllis Brown attended by Zoom. Ms. Whitworth read aloud the claims for approval and ratification. This includes checks numbered 28169 through 28226, and electronic payments from September 22nd, 2023 to October 19th, 2023. She also provided an overview of the current fund balances.

Upon motion by Director Radloff, and second by Director Enquist, the claims for approval and ratification were approved unanimously as presented.

Director Radloff raised the issue of the bank service charges that the District is currently paying. She suggested that the District begin charging credit card service fees stemming from online bill payment to customers, rather than covering this cost for customers. The Board expressed its support for this change. Mr. Travis agreed to post the 30-day notice associated with making such a change to fees, and to add this item to the agenda for the Board's next meeting.

Update on 2022 Audit Timeline: Ms. Brown provided an update on the 2022 audit. The Auditor is continuing work this week. They have updated all capital assets, and are now requesting invoicing. Once this step is done, CRS will need to do additional schedules for the Auditor based on any budget-to-actual adjustments. The Auditor will then prepare the audit report for Board consideration and approval. Per Ms. Brown, everything is on schedule for the audit report to be issued by the end of November.

Director Mulvey had a question regarding whether the budget line-items had been updated to show changes from year to year, but agreed to table for a future meeting. He also wanted to know about the status of the summary sheet of new property values that was requested a few weeks back. Ms. Brown explained that this information is included in the proposed budget.

DISTRICT MANAGER'S REPORT: Mr. Travis provided an update on his report, noting that he expects to have a budget report to the Board by the end of the week. He also noted that the operations report is not included in the report due to the operations manager dealing with a few personal issues, and thus that two operations reports will be covered in the Board's next meeting.

Lift Station 3 SSO Violation Update: Mr. Travis noted that all testing is going well, with the first round of soil testing complete. The second round of testing will begin soon, with a focus on soil and on additional areas downstream. He provided an overview of some of the concerns raised by the state in this process, and the steps taken to address these concerns. Overall, he noted that the remediation and testing is running ahead of schedule. Mr. Travis responded to questions from the Board regarding timing and testing.

December 7th, CPNMD Holiday Party: all are invited to the Holiday Party. The invitation will be sent out shortly.

EXECUTIVE SESSION: At approximately 6:35 pm, Director Radloff moved that pursuant to 24-6-402(4)(b) and (e), C.R.S. and upon an affirmative vote of at least two-thirds of the Board members present for the motion, the Board enter into executive session for the sole purpose of a conference with the attorney on specific legal matters and to determine matters that are subject to negotiations concerning the District's relationship or potential relationship with Dominion Water as allowed by subsections (4)(b) and (e). Upon second by Director Krell, the Board approved the motion to enter into executive session for the above-stated purpose. Motion by Director Radloff, second by Director Krell, unanimous, entered executive session.

The Board reconvened from executive session at approximately 7:08 p.m. and directed Mr. Travis to continue his conversations with Dominion Water.

DIRECTOR MATTERS: Director Blanckaert noted that with Thanksgiving coming up, he wants to get Board support for the purchase of a small gift for District employees. The Board expressed its support for this idea and directed Mr. Travis to determine what would be most appreciated by staff.

ADJOURN: The meeting adjourned at approximately 7:15 p.m.